Federal Strategic Sourcing Initiative (FSSI) for Office Supplies Fourth Generation
(OS4)
We will begin at 2:05pm.

January 2022

Meeting Agenda

- GSA /OS4 Overview

- Ordering Procedures

- Setting up a BPA

- GSAAdvantage & Ebuy

- Points of Contact

General Services Administration

- **Public Buildings Service (PBS)**- Responsible for the construction and maintenance of federal buildings. Secures office space for federal agencies in government-owned or commercial buildings.

- **Federal Acquisition Service (FAS)**- Responsible for providing logistical, travel, vehicle leasing and acquisition solutions to government entities.

We are located in GSA's Region 2 Northeast and Caribbean Region.

This webinar provides detailed information and training on how to order supplies through the FSSI OS4 Purchase Channel.

*For more information please contact: fssi.officesupplies@gsa.gov.

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(for CLPs (certificates), FSSI Presentation)

GSA Vision (FAS)

To operate a customer-focused enterprise dedicated to achieving acquisition effectiveness, efficiency and compliance, resulting in significant financial benefit for taxpayers through reduced costs of acquiring goods and service.

What We Do

Provide Customer Relationship and Marketing support to internal and external customers, build brand recognition and increase visibility.

How We Get the Word Out

Why We Do What We Do

CASE (Office of Customer and Stakeholder Engagement) is responsible for providing a "human touch" to the acquisition process, working in cooperation with all of the other GSA Divisions to promote customer loyalty and increase utilization.

FSSI OVERVIEW

FSSI OS4 Overview

- OS4 consists of two SINs: 339940OS4 and 339940OVER.

  - 339940OS4 is an Office Supplies and Services solution.

  - 339940OVER is an Overseas solution with direct delivery.

- Both SINs are continuously open to new offers.

- A list of current contractors can be found at www.gsa.gov/os4.

OS4 Solution Vendors

10GFEDSUPPLY, LLC	MYRIAD GREEYN LLC
ACCESS PRODUCTS, INC	NEW CENTURY IMAGING, INC.
ALL-CITI TONER INC.	NORTHEAST OFFICE SUPPLY COMPANY, LLC
AMERISYS, INC.	OFFICE DEPOT INC.
ASE DIRECT, INC.	PACIFIC INK, INC.
AUTOMATION AIDS, INC.	PACIFIC NORTHWEST BUSINESS PRODUCTS, INC.
BALL OFFICE PRODUCTS, LLC	PACIFIC OFFICE SOLUTIONS, LLC
BLUEBAY OFFICE INC	PASHUPATI, LTD.
CAPSTONE OFFICE PRODUCTS, LLC	PERFECT OUTPUT, LLC
CARTRIDGE SAVERS, INC.	SHELBY DISTRIBUTIONS INC.
DOCUMENT IMAGING DIMENSIONS INC.	SITA BUSINESS SYSTEMS, INC.
EME SOLUTIONS, INC	STAPLES, INC.
ENTERPRISE TECHNOLOGY SOLUTIONS, INC.	STERILE SERVICES CO.
GOVERNMENT OFFICE TECHNOLOGIES LLC	STERLING BUSINESS MACHINES, INC.
JACOBS GARDNER SUPPLY CO., INC.	TERA CONSULTING INC
L C INDUSTRIES INC.	THE OFFICE GROUP INC
MINTON-JONES COMPANY	WECSYS LLC
MONO MACHINES LLC	ZAPOPAN BUSINESS GROUP LLC

OS4 Solution Vendors

The list is updated frequently. For the updated list of vendors, please see GSA eLibrary.

Major new features:

- Real time order status! – Find out where your order is in real time.
- Convenience fees – No longer be limited by minimum orders – vendors will ship orders below minimum order amount for a shipping fee.
- Max order amount increased from $150k to $250k per order (for new SINs)

OS4 Goals

- Achieve savings Capture data

- Enable achievement of socio-economic goals

  - Increase SB usage by 5%

- Drive compliance with mandates & regulations

- Make green products available and easy to purchase

- Conform with Agency business practices

- Be easy to use

OS4 Discounts

- OS4 Delivery Order size discounts

  - Consolidate orders and save as discounts are triggered on individual orders starting at $25.00 for some vendors

  - Discounts for some vendors start at $300

  - Discounts increase at $1,000, $3,000, $5,000, and $10,000 orders depending on contractor

Ordering Procedure For Orders At Or Below the Micro Purchase Threshold

- Attempt to distribute orders among multiple OS4 contractors

  - Order minimums are currently up to $100, but some vendors may have lower minimums

  - Smaller orders may be placed, but a small convenience fee may be incurred

- As part of the government's sustainable ("green") mandates, place larger orders to reduce the number of deliveries and transactions

What if the office supply I want to buy is not on OS4?

- In general, the OS4 program includes a wide range of products, brands, and part numbers although not every brand or part number may be included

- By purchasing office supplies through OS4, customers are able to ensure that they are meeting all relevant mandates and procurement regulations (TAA, EO 13834)

- We recommend purchasing a similar item to the office supply you are intending to buy

Can I order directly from an OS4 vendor?

- You are encouraged to use GSA Advantage
- You may order direct from vendors, but ensure that it is the same item on the OS4 contract prior to ordering.
- If you order an OS4 item directly from the vendor with your purchase card, you will get the OS4 pricing.

Order Using GSA Global Supply Website

The overall goal is to provide Government with a fast and efficient way for Federal agencies to requisition for Office Supplies and commodities at discounted prices with prompt, cost effective delivery and effective customer service.

https://www.gsaglobalsupply.gsa.gov/advantage/ws/search/advantage_search?cat=PICS&q=0:27510015104866

File   Edit   View   Favorites   Tools   Help

Welcome to Access Online ...   Welcome to Access Online

GSA Global Supply®
Your Reliable Government Source

About GSA Global Supply™
Request A Catalog
Feedback
Help

1-800-525-8027

Home > Search Results

Your cart contains: 0 item(s): $0.00

ACCOUNT LOGIN   Member Login

| Computer Products | Office Supplies | Furniture and Furnishings | Housewares and Cleaning | Industrial Supplies | Safety | Tools and Hardware | "Green" items | Disaster Relief |

SEARCH/BROWSE   In   [All Categories]   GO
Advanced Search

Search Results

Found **1** product for   7510015104866 [X]

Sort By: [Most relevant]   Sort It

> **SUGGESTED CATEGORIES**

▶ Green items (1)   ▶ Binders - Ring (1)

[Search within results (all the words)]   [   ]   Find It

More "Refine" Options

> **SEARCH RESULTS**

NSN/Mfr Part #/Product	Price/Delivery	Qty	Photo
7510-01-510-4866 **Round Ring View Binder** White, Capacity: 3", Standard rigid three-ring binder with clear overlay for insert on front cover to customize binder. Accommodates 8-1/2 x 11" sheets. [**More product details**] **Manufacturer:** NIB **Contractor:** GSA Global Supply	$7.23 EA 7 days Ability One	FSSI	[ ] Add to Cart	

> **RESTRICT YOUR SEARCH** (all entries are optional)

FSSI OS4 Requisition Channel

- BPAs Awarded to 6 Small Businesses to include SDVOSB and Women Own Small Business

- Broken down into 3 categories/CLINs - General Office Supplies, Paper Products, and Toner Cartridges

FSSI OS4 Requisition Channel

- East Coast/West Coast Fulfillment for NSNs and Part Number Requisitions

- 3-4 days ARO; No minimum order amount

What if my order doesn't meet the minimum purchasing requirement?

- The minimum purchasing amount is currently up to $100 (may be lower depending on vendor)

- We recommend that you pool together other purchases in your office using the "Park Cart" feature on GSA Advantage

What if my order doesn't meet the minimum purchasing requirement?

- Develop a strategy to purchase more items less frequently, planning ahead, so that you are making larger purchases.

- Remember, order minimums result in added value: better prices and less shipping waste

Orders Exceeding Micro-Purchase Threshold

- Orders exceeding Micro-Purchase threshold must be placed with the schedule contractor that can provide the supply or service that represents the best value. Reference FAR 8.405-1(c)

Orders Exceeding Micro-Purchase Threshold

(1) Consider reasonably available information about the supply or service offered under MAS contracts by surveying at least three schedule contractors through the GSA Advantage! online shopping service, by reviewing the catalogs or price lists of at least three schedule contractors, or by requesting quotations from at least three schedule contractors (see 8.405-5)

Orders Exceeding Micro-Purchase Threshold

(2) Document the circumstances for restricting consideration to fewer than **Three Schedule Contractors** based on one of the reasons at 8.405-6(a)

Orders exceeding the Simplified Acquisition Threshold

- Must be placed on a competitive basis (unless waiver applies)
- Issue RFQ with description of the supplies and basis the selection will be made
- Post the RFQ on e-Buy
- Consult FAR 8.405-1 for more information

Establishing BPAs on OS4

- In accordance with Federal Acquisition Regulation (FAR) 8.405-3, ordering activities may establish Blanket Purchase Agreements (BPAs) under any GSA Schedule contract. GSA Schedules simplify the filling of recurring needs for supplies and services, while leveraging ordering activities' buying power by taking advantage of quantity discounts, saving administrative time, and reducing paperwork.

Establishing BPAs on OS4

- To establish BPAs, ordering activities evaluate different contractors on Schedule for a particular category of supply or service, then establish an ongoing agreement for repetitive orders from the selected contractor.

Benefits of BPAs

- Convenience, efficiency, and reduced costs

- Eliminate contracting and open market costs including the search for sources, the need to prepare solicitations, and the requirement to synopsize the acquisition

Benefits of BPAs

- Provide opportunities to negotiate improved discounts

- Satisfy recurring requirements

Benefits of BPAs

- **Reduce** administrative costs by eliminating repetitive acquisition efforts

- **Permit** ordering activities to leverage buying power through volume purchasing

- **Enable** ordering activities streamlined ordering procedures

- **Reduce** procurement lead time

Tax Exemption

- Purchases on behalf of the Federal Government are exempt from most taxes

- In accordance with clause 552.212-4(k), Taxes, the contract price includes all applicable Federal, State and local taxes

GSA *Advantage!*

Why order through GSA *Advantage!*

- Step-by-step ordering guide available

- Multiple ways to evaluate vendors, products, and pricing

- Filters to limit results to green items, small business vendors, toner, and AbilityOne products

Why order through GSA *Advantage!*

- Quantity discount pricing

- Park Cart feature

- Varied shipping options

Access GSA *Advantage!* Online
https://www.gsaadvantage.gov

Select **Login**, or **Register** if you have not yet done so.

Login to GSA *Advantage!*

GSA

Sign In

Email Address

Please enter your Email Address

Password

☐ Remember me

Sign In

Need help signing in?

Access the FSSI Office Supply Items

Click here

Access the FSSI Office Supply Items

Browse Categories   ✕

PRODUCTS

Building & Industrial

Electronics & Technology

Facilities & Supplies

Furniture & Furnishings

Janitorial & Sanitation Supplies FSSI (BIC)

Law Enforcement, Fire & Security

Maintenance, Repair & Operations FSSI (BIC)

Office Equipment

Office Supplies

Office Supplies & Equipment FSSI (BIC)

Scientific & Medical

Tools, Paint & Recreational

Vehicles & Equipment

SERVICES

About Buying Services   +

Energy Services   +

Environmental Services   +

Categories appear on the left hand side of the main page. click on "**Office Supplies & Equipment FSSI (BIC)**"

Find your desired product within the FSSI store

Option 1: Search for your product by typing it into the FSSI search bar

Find your desired product within the FSSI store

Option 2: Search for your product by typing it into the FSSI search bar *and* clicking **Select this filter** for one or more categories and selecting **Search**.

Browse the search results to find what you want

Review the Search Results by your most important criteria: **Most Relevant (default option), Product Name, NSN/mfr. Part number, Manufacturer Name, Price – High to Low,** or **Price – Low to High.** Or use **Refine By** drop-downs in the left column to filter by **Sources, Socio-economic, Green, etc.**

Browse the search results to find what you want

Click on the item name to select.

Select the product you want to buy

Review the Features, Contractor, Socio-economic labels, and Minimum Order Requirements. Then, select a **radio button**.

See each vendor's minimum order requirement.

Look for the BLUE "FSSI" Icon

Select the product you want to buy

Enter your desired quantity and select **Add to Cart**.

Review your order + Checkout

Option 1: Select **Checkout** to finalize your order.

Pay for your order

Select your **Shipping Time** and, if desired, **Additional Shipping Options**.

CHECKOUT - SHIPPING OPTIONS | Back | Continue

⚠ Shipping Options are available from the following Contractors. Please look over the options to determine if any of the delivery options should be applied to your order.

Contractor: CARTRIDGE SAVERS, INC

SHIPPING OPTIONS

Shipping Time	Additional Cost
◉ Standard Delivery (3-4 Business days)	$0.00
○ Next Business Day	$16.38

Additional Shipping Options

○ Desktop Delivery	$21.84
○ Secure Desktop Delivery	$27.30

Order 1 Summary	
Items	$109.20
Shipping	$0.00
Order 1 Total:	**$109.20**

Pay for your order

Select **Continue** to enter your payment information.

Pay for your order

If you need to add/change your **payment method**, click **Change Payment Information**.

Pay for your order

Click **New Purchase Card** or **DoDAAC**, enter the information that populates, click **Add payment**, and then click **Continue**.

Shipping your order

If you need to add/change your **Shipping Address** click here.

Confirm and process your order

Review your order and select **Process Order**.

Review your order + Park Cart

Option 2: Take advantage of economies-of-scale pricing by selecting **Park Cart** to allow your colleagues to add items to your cart, or to return at a later date to consolidate your order.

Parked Cart

Enter a **Cart Name** and then click **Park Cart.**

Park a Cart

Instructions: You must assign a name to your cart. You also have the option of assigning a password. If the name you assign matches the exact name of a cart in "Your current parked carts" list, then the contents of the parked cart will be overwritten by the contents of the new cart.

Please Note: Prices are subject to change and may be different when the cart is retrieved.

Cart Information

Cart Name: Cart Password: (optional)   **Park Cart**

☑ clear my Shopping Cart after parking (optional)

Your Current Parked Carts

Cart #⇕	Cart Name⇕	Last Updated⇕
5332320	Cart 1	03/27/2020

Parked Cart

Click on the Cart Name for Cart details or to forward it.

To retrieve a cart someone sent you, click Retrieve Parked Cart.

(You can also get to this screen at any time using the "My Account" drop-down at the top of the site)

Parked Cart

The cart details appear on the right-hand side of the screen when you click on a cart. Here, you can view the contents, forward the cart, or add to it with additional shopping.

Forward a Cart

Forward Cart   **Cancel**

Forward a Cart

> ⓘ **Instructions:**
> Enter recipient email address(es) and message in the fields
> below. Multiple addresses must be separated by commas. (Ex.
> person1@gsa.gov, person2@gsa.gov).

Cart Number: 5385182

Cart Name: The Cart

Cart Password:

From: YOUR NAME
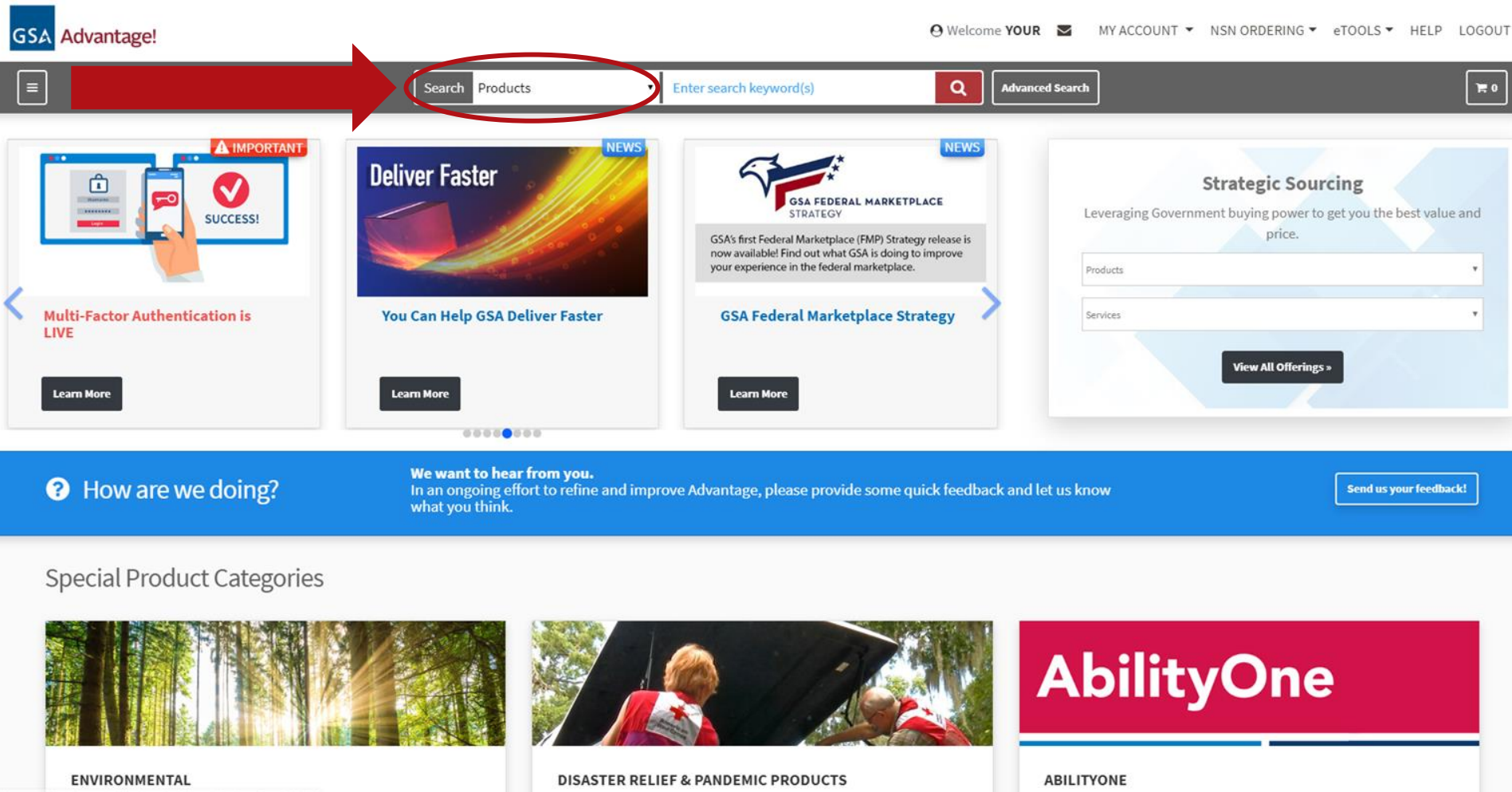
Subject: Shopping Cart from GSA Advantage

Recipient's Email:

Message:

Alternative Search Option

Change filter on homepage.

Alternative Search Option

Select Office Supplies and Equipment FSSI from the dropdown.

OS4 Feature: Real Time Order Tracking

Once you have made an order, visit GSA Advantage homepage. Under **My Account**, select **Order Status and History**.
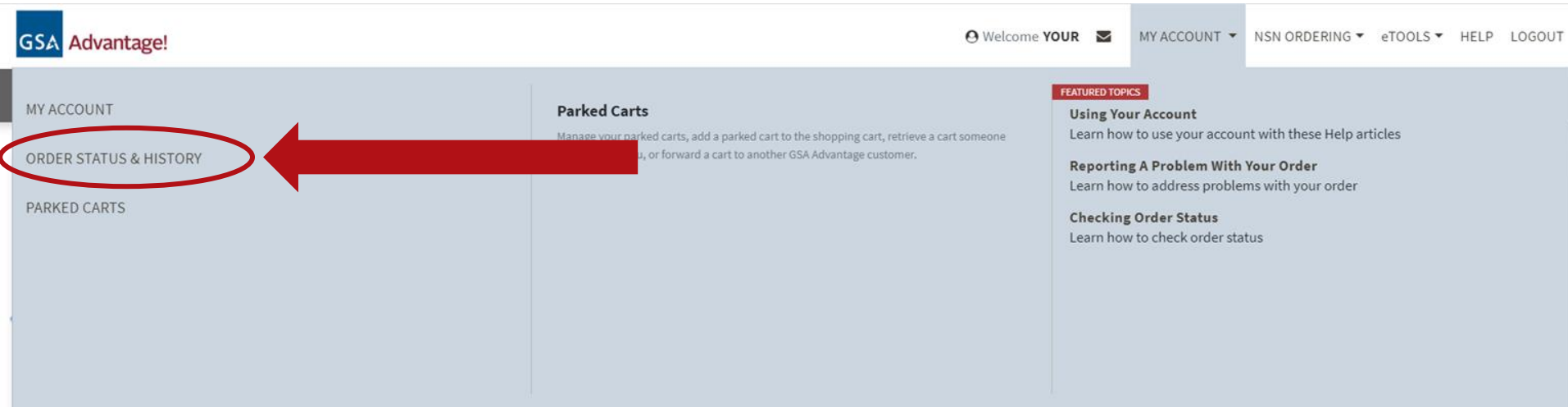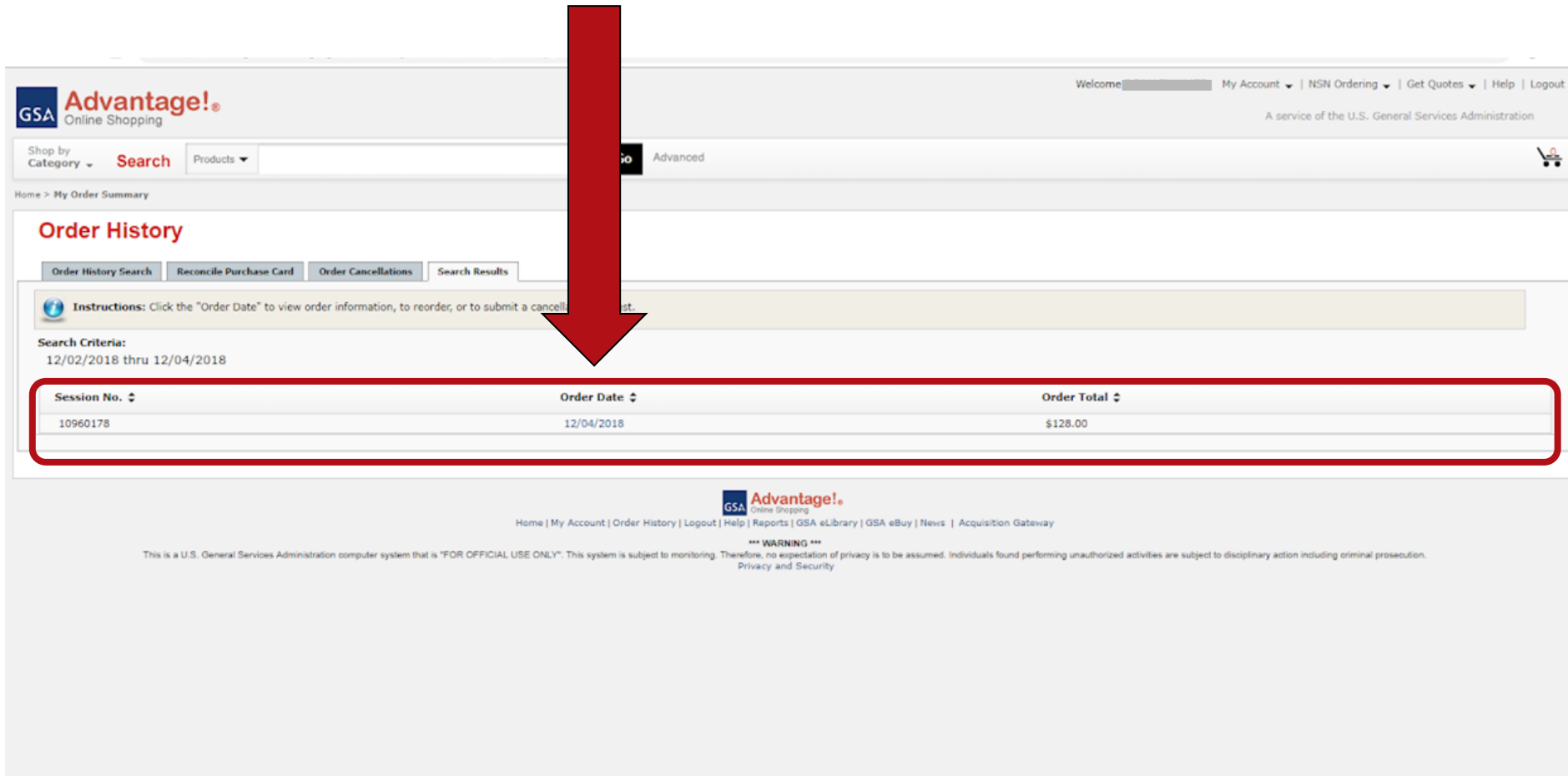
OS4 Feature: Real Time Order Tracking

Choose **View All Orders** (or other order search options on the page).

OS4 Feature: Real Time Order Tracking

View Order history and select the order you would like to track.

OS4 Feature: Real Time Order Tracking

Order information is available in real time.

Tracking Number

E-mail order updates

Visit the GSA Advantage homepage. Under **My Account**, select
"My Account."
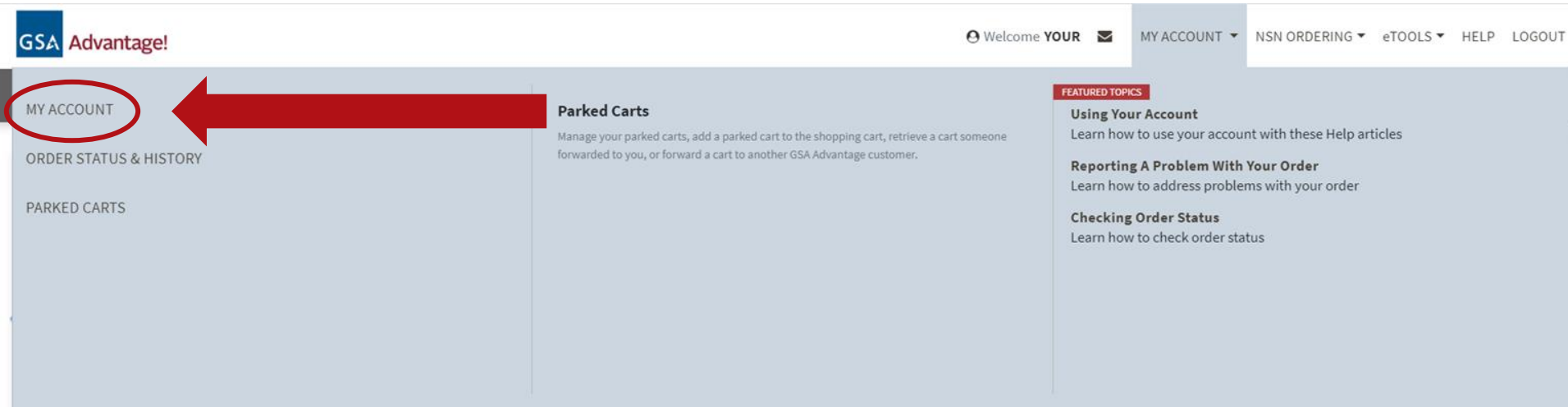
E-mail order updates

Scroll to the bottom of the profile page to **Email Preferences,** turn on status updates and "**Consolidated.**"

Ordering Email Verification

✅ Your email address has been verified. You may place orders on GSA Advantage and/or create Requests for Quotes (RFQs) on GSA eBuy.

Email Preferences

Would you like to receive News and Information related to GSA Advantage? 🟢

Would you like to receive email status updates for your orders? 🟢

Content of Emails

Consolidated - Send me one daily message combining all orders ▾

Email Format

Plain Text ▾

Update

Summary of
Steps to Ordering From GSA Advantage!

1. Go to https://www.gsaadvantage.gov

1. Log in using your username and password

1. Back at the home page click on "Office Supplies & Equipment FSSI" in the left hand column under "Products"

Summary of
Steps to Ordering From GSA Advantage!

4. Locate the search bar in the middle of the page

5. Begin search!

6. Add items to your cart and check out with your appropriate method of payment

Delivery or Service Issues? Contact National Customer Service Centers (NCSC)

Call: 1-800-488-3111

Email: ncsccustomer.service@gsa.gov

Hours of Operation:

Sunday 8:00 P.M. to Friday 8:30 P.M. CST

Other Purchasing Channels Available-
But why would you???

- Agency virtual stores
- Vendors websites
- FedMall
- Phone or directly with the vendor
- OS4 pricing for walk-in store customers

GSA Advantage! is the simplest to use and best for tracking agency spend!

GSA *eBuy*
(for orders over the micro-purchase threshold)

GSA eBuy Overview

- You can use GSA eBuy to post RFQs (Request for Quotes) for FSSI OS4.

- GSA eBuy is an online Request for Quote (RFQ) tool. Buyers may prepare and post RFQs for specific supplies.

- When searching GSA eBuy, search "OS4" instead of "Office Supplies" to limit the RFQ to FSSI OS4 and receive superb government savings.

eBuy Login

Select "Buyer" at the top left.

eBuy Login

Enter your GSA Advantage ID and Password to log in.

eBuy Search

Click "Prepare an RFQ now"

eBuy Search

Type "OS4" into the eBuy Search Bar

Requisitioning with GSA Global Supply
A Government to Government Wholesale Supply Source

- GSA Global Supply has already procured in-demand products on the government's behalf
  - Simple requisition between agencies.

- Satisfies all Federal Acquisition Regulation (FAR) requirements, including Trade Agreements Act policies, socio economic goals, AbilityOne mandates, executive orders and best overall competitive pricing.

Requisitioning with GSA Global Supply
A Government to Government Wholesale Supply Source

- Order via DoD Activity Address Code, Civilian Activity Address Code, Government Purchase Card, MILSTRIP/FEDSTRIP

- http://www.GSAglobalsupply.gsa.gov
  - Phone: (800) 488-3111
    DSN: 465-1416
    Fax: 800-856-7057

Government Ordering Methods

- MILSTRIP
  - Internal Supply System
  - Manual Transmission via DD1348-6

- Links:
  - http://www.gsaAdvantage.gov
  - https://www.ebuy.gsa.gov/
  - http://www.GSAglobalsupply.gsa.gov
  - FedMall (this site requires CAC/PIV)

Information Sources

http://www.gsa.gov/OS4

- List of all vendors with information
- Ordering guide and links to purchasing websites

http://www.gsa.gov/csd

- Find your local GSA Customer Service Director

**Thank You from GSA's Region 2
Federal Acquisition Service (FAS)
CASE Business Development Training Team!**

***For more information please
Email:
fssi.officesupplies@gsa.gov**